

DEPARTMENT OF THE AIR FORCE HQ AIR INTELLIGENCE AGENCY

AIA Supplement 1 AFI 91-301

29 March 1996





AIR FORCE OCCUPATIONAL AND ENVIRONMENTAL SAFETY, FIRE PREVENTION, AND HEALTH (AFOSH) PROGRAM

NOTE: AFI 91-301, 19 May 1994, is supplemented as follows:

Safety, health, and fire criterions are available in the offices of primary responsibility (OPR) (base safety, bioenvironmental engineering, public health, and fire protection). Obtain guidance from the appropriate OPR. This supplement applies to the HQ Air Intelligence Agency (AIA) major staff offices and to the safety offices at the wing, centers, and groups with assigned full-time (qualified) safety professionals. It does not apply to AIA-gained Air National Guard or Air Force Reserve units. Send AIA unit instructions and supplements to AFI 91-301, AIA supplement 1, to HQ AIA/SE, 102 Hall Blvd, Ste 203, San Antonio TX 78243-7027.

SUMMARY OF REVISIONS

This supplement incorporates the requirements, information, and procedures formerly in AFR 127-12/AFIC Sup 1. Ensures guidelines for safety, fire prevention, and health are coordinated through the appropriate offices; record files are maintained; readiness training exercises are planned; Supervisor Safety Training (SST) courses are scheduled; periodic inspections are conducted; and AIA Forms 137, **Safety Inspection Report**, are maintained and filed. The unit commanders, functional managers, and supervisors are required to record and maintain AF Form 55, **Employee Safety and Health Record**, on all personnel (military and civilian).

- **2.5.5.1.** The Chiefs, Office of Safety (HQ AIA/SE), Office of the Surgeon General (HQ AIA/SG), and the Office of Civil Engineering (HQ AIA/CE) coordinate and approve publications or supplements established at AIA unit safety offices before they are published.
- **2.5.5.4.** AIA units with 25 or more personnel maintain at least one master file. Files consist of appropriate Air Force Occupational and Environmental Safety, Fire Prevention, and Health (AFOSH) standards, Air Force instructions (40, 41, and 91 series), and other directives that apply to the unit's mission, tasks performed, or equipment and facilities possessed.
- **2.5.5.7.1.** (Added) Safety offices at the wing, centers, and groups designate and identify additional high interest areas based on local situations or special needs according to AFI 91-202, *The US Air Force Mishap Prevention Program*.
- **2.5.5.7.2.** (Added) AIA functional managers include the commander's staff, operating officials at the wing, centers, and groups, and all unit commanders.
- **2.5.5.9.** All AIA organizations responsible for planning readiness training exercises, staff and coordinate the exercise plans with the appropriate headquarters safety, health, and fire protection offices for review. This ensures a risk assessment is accomplished to minimize loss of resources and injury to personnel. Staff and coordinate with the Chief of Civilian Personnel Division (HQ AIA/DPC) when civilians are involved in the exercises.
- **2.5.5.10.** Units that train personnel may supplement the SST program, to include information on mission, special hazards or situations, and local policies.

2.5.5.11. HQ AIA/SE ensures:

• Air Force design criterions for systems, equipment, and facilities, designated military-unique, comply with Occupational Safety and Health Administration (OSHA) and AFOSH standards to the maximum extent possible, consistent with military requirements.

Supersedes AFR 127-12/AFIC Sup 1, 18 May 1992. OPR: HQ AIA/SE (SMSgt John G. Gault)

Certified by: HQ AIA/CV (Brig Gen Jerry S. Pilkington)
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AIA ISG/SDM (2); HQ AIA/SE

- Handbooks and technical orders procured comply with safety, fire, health requirements, and procedures
 identified in contract specifications.
- **2.8.2.** Establish an occupational safety and health council, consisting of unit safety, fire protection, environmental, and civil engineering to provide an internal forum for unit personnel to ask questions and for senior leaders to determine and address safety issues and to determine, address, and implement appropriate abatement and corrective actions.
- **2.14.4.** Unit functional managers ensure a systematic process is implemented to conduct periodic workcenter and facility spotinspections. Use AIA Form 137 to document inspection results, abatement and corrective actions, or interim safety procedures. Maintain inspection reports for 24 months.
- **2.14.8.** The immediate supervisor is responsible for conducting and documenting mandatory, initial, and annual safety on the job training (OJT) requirements of all subordinates.
- **2.14.15.** Unit safety representatives (USR) maintain copies of formal inspections conducted by host and support installation safety, fire, and health offices for at least 24 months. Forward copies to the safety offices at the wing, centers, groups, or HQ AIA/SE, as applicable.
- **2.15.7.** (Added) Comply with requests from qualified inspection and monitoring personnel regarding the wear of personal monitoring devices. If the monitoring device creates a safety problem, the employee reports the problem to the supervisor and the requesting official. During personal monitoring, continue normal work habits and procedures; do not alter performances to control monitoring results.
- **4.1.** Submit recommended changes to the responsible safety, bioenvironmental, health and fire protection personnel, as deemed appropriate. Then forward through the intermediate headquarters to the appropriate offices; HQ AIA/SE, HQ AIA/SG, and HQ AIA/CE. AFOSH and OSHA standards, if more restrictive, take precedence over fire, safety, and health guidance in functional-area directives and technical orders.
- **6.1.** All variance requests are coordinated locally with the host base safety, bioenvironmental, and fire protection personnel. Forward the requests through the responsible safety office channels to HQ AIA/SE. HQ AIA/SE staffs the variance requests with the appropriate staff agency and ensures the requests are forwarded to the appropriate authority for final approval or disapproval action.
- **7.2.** Safety offices at the wing, centers, and groups ensure all subordinate organizations participate in the host base safety office training program.
- **7.2.2.** The USR or training manager establishes a systematic process to identify eligible noncommissioned officers, officers, and civilians who require the formal Supervisor Safety Training (SST) course.
- Unit safety personnel coordinate with the host or support installation safety officials for eligible personnel to attend the course.
- Safety professionals at the wing, centers, or groups conduct the SST course at subordinate organizations
 during annual program evaluations or facility inspections; for example: squadrons, detachments, and operating
 locations not located on an Air Force installation or geographically separated from its support Air Force base.
- HQ AIA/SE approves requests for safety professionals at the wing, centers, or groups to task qualified subordinate USRs to administer the SST course program within their respective units. Forward requests to HQ AIA/SE.
- **7.2.4.** Complete training within 30 days of arrival at the duty station and prior to the employee starting local job tasks. When necessary, the Air Force host or support base safety, ground safety officials, and the responsible wing, centers, groups, and, or, HQ AIA/SE provide technical assistance to supervisors in developing an appropriate lesson plan.
- 7.2.4.1. (**Added**) Supervisors provide safety, fire protection, and health OJT to all new, detailed, and temporary duty personnel before they begin their assigned duties. Personnel in casual status (awaiting clearance) receive training before performing casual labor or temporary duties.

- **7.2.4.2.** (**Added**) A written training plan or guide is prepared and utilized to conduct initial safety fire prevention and health OJT. This training plan or guide is tailored to a specific workcenter and detailed to ensure individuals are trained according to AFI 91-301, attachment 2.
- 7.2.6. All AIA personnel (military and civilian), with the exception of the organizational commander, vice commander, and deputy commander are required to have an AF Form 55 completed and maintained.
- **7.2.6.1. Added**) Computer programs can be used as a substitute for AF Form 55.
- **8.** HQ AIA/SE conducts program evaluation or assessments of the wing, most centers, and certain groups (497th Intelligence Group (497 IG) and 544th Intelligence Group (544 IG)). The safety offices at the wing, centers, and groups evaluate subordinate units during HQ AIA/IG (Inspector General) visits, Quality Air Force Assessments (QAFA), at the discretion of HQ AIA/SE, and when determined appropriate by other management authority.
- **8.1.** (Added) Evaluations arc conducted at least once every 2 years and use adjectival ratings according to AFI 91-202. Copies of the evaluation report are maintained at the unit, and the responsible wing, center, and group. Forward information copies to HQ AIA/SE. The 67th intelligence Wing, Safety Office (67 IW/SE), or equivalent, is the safety office for administering, inspecting, or assessing safety program development, administration, and implementation of all AIA organizations located within the San Antonio area.
- **8.1.1.** AIA units with qualified safety professionals inspect their areas of responsibility. USRs ensure the host base safety officials conduct annual inspections of unit facilities. The responsible safety offices at the wing, centers, or groups conduct annual inspections when the host installation safety office is unable or geographically not available. Periodically (recommend monthly), USRs or designatees conduct spot inspections on all unit facilities and workcenters and document AIA Form 137.
- **8.1.2.** Unit safety personnel ensure a copy of the host or support installation-conducted safety inspection is forwarded to the responsible safety office at the wing, centers, or groups. The 497 IG and 544 IG forward their reports directly to HQ AIA/SE. The responsible safety offices at the wing, centers, and groups forward copies of all subordinate safety inspections to HQ AIA/SE, NLT 30 November.
- 10.1.1. Each AIA safety office at the wing, centers, and groups is the point of contact regarding Department of Labor, Occupational Safety, Fire Prevention, and Health, and state OSHA visits or inspections. The USR contacts the host base officials and coordinates all OSH related visits with the bioenvironmental engineering office or base fire chief, as appropriate. The USR immediately notifies the safety offices at the wing, centers, groups, and HQ AIA/SE by telephone or facsimile. In turn HQ AIA/SE notifies HQ AIA/SG, HQ AIA/CE, and, or Air Force Safety Agency (HQ AFSA).
- **14.1.2.** All AIA unit commanders should actively participate in the installation of the safety council. The council is for senior leaders to address and resolve safety issues and concerns.
- 17.1.1. (**Added**) To reduce the risk of mishap the supervisor briefs all assigned personnel on the necessary hazard and safety precautions.
- **17.5.1.** Units submit copies of AF Form 3, **USAF Hazard Report Form**, to the safety offices at the responsible wing, centers, or groups within 30 days of being identified in the installation's master hazard abatement plan with the risk assessment code (RAC) 1, 2, or 3 hazard. The safety offices at the wing, centers, or groups submit copies to HQ AIA/SE along with interim action taken and the projected abatement date.
- 17.5.10. Maintain RAC 4 and RAC 5 hazards and deficiencies on AF Form 3135, **General Purpose Form**, for administrative management and control and use multiple entries to minimize form requirements. Units have the option to incorporate RAC 4 and RAC 5 hazard deficiencies in their local data automation system as long as they meet the requirements according to AFI 91-301 and this supplement. Using computer-generated forms (AFFORMS) is suggested.
- **17.5.10.1.** (Added) Unit safety personnel (USR and qualified professional) maintain AF Form 3 and a record of the unabated RAC 4 and RAC 5 hazards. Keep forms current and a complete set of forms available for the commander to establish financial priorities during the annual unit budget preparation process.

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17.5.11. (**Added**) Units may use AF Form 3, however, using a computerized program is encouraged. As a minimum, record the date discovered, RAC code, location of hazard or deficiency, description of hazard or deficiency, and a projected abatement date and, or, interim action.

17.6.5. AIA safety personnel (USR and qualified safety professional) report actual expenditures for hazard abatement projects to the host installation safety office according to local procedures. The only exceptions are expenditures for projects or equipment purchases HQ AIA staff activities control. HQ AIA/CE provides actual hazard abatement cost data for these expenditures to HQ AIA/SE for consolidating and reporting.

JERRY S. PILKINGTON, Brig Gen, USAF Vice Commander